

D&CP – OFFICE OF THE CHIEF OF PROTOCOL

Resource Summary

(\$ in thousands)

Appropriations	FY 2008 Actual	FY 2009 Estimate	FY 2010 Request	Increase / Decrease
Positions	64	64	73	9
Funds	9,190	9,333	10,253	920

Mission

The Office of the Chief of Protocol (CPR) supports the President, the Vice President, the Secretary of State, and the Deputy Secretary of State in matters of protocol. The Office of Protocol supports official representational and diplomatic functions hosted by these individuals and oversees protocol matters arising from their travel abroad. The office takes the lead in planning, organizing, coordinating, and directing the official visits by foreign leaders and dignitaries to the United States. It also has responsibility for policies and programs relating to the status and presence of diplomatic, consular, and other foreign official personnel in the United States. The functional duties of the office include:

- Accreditation of foreign diplomatic, consular, and international organization personnel;
- Presentation of newly arrived foreign ambassadors to the President;
- Selection, purchase, and presentation of appropriate gifts for U.S. principals to present to foreign dignitaries (gift costs are funded from the appropriation for Emergencies in the Diplomatic and Consular Service);
- Receipt, registration, and storage of gifts presented to U.S. officials by foreign governments;
- Planning, organizing, and directing travel of Presidential Delegations;
- Management and administration of the President's guest house (Blair House); and
- Diplomacy and outreach efforts within the diplomatic community.

Priorities

Visits

CPR's Visits Division plans, arranges, coordinates, and directs programs for visiting heads of state and other high-level foreign dignitaries; coordinates foreign press arrangements for visits of dignitaries; manages the gift program; coordinates port clearances of all high-ranking foreign dignitaries visiting the United States; assists in coordinating the credentialing of new ambassadors to the United States; provides support for the President's travel abroad; and coordinates travel of Presidential Delegations. In FY 2008, the Visits Division supported three Official/State Visits, approximately 104 Working Visits, and 211 Private Visits. The office also arranged 19 Presidential Delegations abroad, assisted in accrediting 38 new Ambassadors, and supported the 63rd United Nations General Assembly. The division provided special arrival and departure briefings to embassies and UN missions covering the port courtesy program. The Visits Division also provided support and advice and accompanied the President and Mrs. Bush on all trips abroad. The Visits Division anticipates a similar workload in FY 2010.

Ceremonials

The Ceremonials Division organizes ceremonial and official functions hosted by the Secretary of State and other high-ranking officials. The division assists with events that include participation of the Diplomatic Corps such as joint meetings, sessions of Congress and other public events. The division maintains the precedence lists and responds to inquiries regarding flag protocol as well as forms of address, seating, and invitations. In FY 2008, the office facilitated over 170 representational events (dinners, teas, luncheons, receptions, and breakfasts). In addition, the office coordinated over 65 outreach events and assisted with 47 swearing-in ceremonies for senior officials and newly appointed U.S. Ambassadors. The Ceremonials Division anticipates similar responsibilities in FY 2010.

Diplomatic Affairs

The Diplomatic Affairs Division has responsibility for monitoring the agrément process (by which a government seeks accreditation for its diplomats in a foreign country) for foreign Ambassadors, as well as the presentation of their credentials to the Secretary of State and the President of the United States. This division also develops,

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establishes, and maintains U.S. government policy regarding rights, privileges, and immunities accorded foreign diplomatic and consular officers and employees; determines the acceptability of diplomatic, consular, international organizations, and other foreign government personnel accredited to the United States; issues identification documents; processes spouse and dependent employment requests; reviews and approves requests for the opening of consular and miscellaneous foreign government offices throughout the United States; investigates and resolves complaints and incidents involving foreign government representatives, and provides support and assistance to the diplomatic community in the United States. The Diplomatic Affairs Division is also responsible for processing White House tour requests submitted by the Diplomatic Community. Currently, the division supports 187 embassies and 2,609 consular and foreign offices in the United States. Additionally, there are over 161,407 principals, spouses, and dependents at embassies, consulates, and foreign offices who are on record with the Diplomatic Affairs Division.

Blair House

CPR manages Blair House, the official Washington residence for foreign guests of the President, and provides for its maintenance. In calendar year 2008, Blair House was the venue for 30 representational luncheons, dinners, receptions, meetings and briefings and had hosted nine visits totaling 27 days. It is anticipated that in FY 2010 Blair House will accommodate approximately 26 foreign visits totaling approximately 78 days.

Management

The Management Division is responsible for coordination and execution of the CPR budget, coordination with the Bureau of Resource Management on the budget for protocol activities under the appropriation for Emergencies in the Diplomatic and Consular Service, human resources administration, general services operations, information systems support, and overall administrative support. In addition, this division is responsible for ensuring that internal controls are established and implemented and that all other necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of government resources

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FY 2010 Request Resource Summary

	Positions				Funds (\$ in thousands)			
	American		FSN	Pos Total	Bureau Managed	American Salaries	Funds Total	
	Domestic	Overseas						
FY 2008 Actual	64	0	0	64	2,122	7,068	9,190	
FY 2009 Estimate	64	0	0	64	1,984	7,349	9,333	
FY 2010 Built-in Changes								
Annualization of FY 2009								
American COLA	0	0	0	0	6	36	42	
Domestic Inflation	0	0	0	0	4	0	4	
FY 2010 American Cost of								
Living Adjustment	0	0	0	0	16	111	127	
Total Built-in Changes	0	0	0	0	26	147	173	
FY 2010 Current Services	64	0	0	64	2,010	7,496	9,506	
FY 2010 Program Changes								
Office of Protocol Outreach	9	0	0	9	0	747	747	
Total Program Changes	9	0	0	9	0	747	747	
FY 2010 Request	73	0	0	73	2,010	8,243	10,253	

Staff by Program Activity (positions)

Chief of Protocol	FY 2008 Actual	FY 2009 Estimate	FY 2010 Request	Increase / Decrease
Conduct of Diplomatic Relations	50	50	55	5
Political Affairs	50	50	55	5
Protocol Activities	50	50	55	5
Domestic Administrative Support	7	7	9	2
Domestic Administrative Management	7	7	9	2
Policy Formulation	7	7	9	2
Bureau Direction	7	7	9	2
Total	64	64	73	9

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Funds by Program Activity

(\$ in thousands)

Chief of Protocol	FY 2008 Actual	FY 2009 Estimate	FY 2010 Request	Increase / Decrease
Conduct of Diplomatic Relations	7,211	7,275	7,945	670
Political Affairs	7,211	7,275	7,945	670
Protocol Activities	7,211	7,275	7,945	670
Domestic Administrative Support	1,414	1,470	1,649	179
Domestic Administrative Management	1,414	1,470	1,649	179
Policy Formulation	565	588	659	71
Bureau Direction	565	588	659	71
Total	9,190	9,333	10,253	920

FY 2010 Request Program Activities

Chief of Protocol	Positions				Funds (\$ in thousands)		
	American Domestic	Overseas	FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
Conduct of Diplomatic Relations	55	0	0	55	2,010	5,935	7,945
Political Affairs	55	0	0	55	2,010	5,935	7,945
Protocol Activities	55	0	0	55	2,010	5,935	7,945
Domestic Administrative Support	9	0	0	9	0	1,649	1,649
Domestic Administrative Management	9	0	0	9	0	1,649	1,649
Policy Formulation	9	0	0	9	0	659	659
Bureau Direction	9	0	0	9	0	659	659
Total	73	0	0	73	2,010	8,243	10,253

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Staff by Domestic Organization Unit

(positions)

Chief of Protocol	FY 2008 Actual	FY 2009 Estimate	FY 2010 Request	Increase / Decrease
Administrative Division	6	5	8	3
Blair House	14	14	14	0
Ceremonials Division	7	7	9	2
Chief of Protocol	7	7	6	(1)
Diplomatic and Consular Liaison Division	18	19	22	3
Visits Division	12	12	14	2
Total	64	64	73	9

Funds by Domestic Organization Unit

(\$ in thousands)

Chief of Protocol	FY 2008 Actual	FY 2009 Estimate	FY 2010 Request	Increase / Decrease
Administrative Division	1,029	1,042	1,145	103
Blair House	1,382	1,429	1,581	152
Ceremonials Division	1,320	1,336	1,465	129
Chief of Protocol	1,050	1,063	1,165	102
Diplomatic and Consular Liaison Division	2,529	2,562	2,811	249
Visits Division	1,880	1,901	2,086	185
Total	9,190	9,333	10,253	920

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Funds by Object Class

(\$ in thousands)

Chief of Protocol	FY 2008 Actual	FY 2009 Estimate	FY 2010 Request	Increase / Decrease
1100 Personnel Compensation	5,464	5,568	6,183	615
1200 Personnel Benefits	3,345	3,428	3,759	331
2100 Travel & Trans of Persons	62	45	34	(11)
2300 Rents, Comm & Utilities	38	39	38	(1)
2400 Printing & Reproduction	48	38	35	(3)
2500 Other Services	148	138	134	(4)
2600 Supplies and Materials	43	40	38	(2)
3100 Personal Property	42	37	32	(5)
Total	9,190	9,333	10,253	920